

## **MID-SIZE AGENCY COORDINATING COUNCIL (MACC)**

**Clements Building, Room 103**

Thursday, November 6, 2014

9:00 a.m. – 11:00 a.m.

### **MEETING MINUTES**

#### **Welcome and Announcements:**

Brian White, MACC Chair, called the meeting to order and introduced the guest speaker.

#### **Texas State Agency Business Administrator's Association (TSABAA)**

TSABAA Website: <http://www.tsabaa.com/>

Lori Trank, President

- TSABAA fosters networking, learning and continuing education by providing professional training, bimonthly meetings, midwinter and summer conferences and annual golf tournaments. Conference and meeting attendees may earn valuable continuing professional education (CPE) credit.
- Mid-Winter Conference December 3-5, 2014 – registration extended on website
- Summer Conference – Expected to be July 29-31, 2015 in San Antonio
- Stay up to date on TSABAA news and events and be notified of new job postings. [Subscribe to TSABAA Email Updates.](#)
- Agency Membership – annual cost per agency \$75

#### **Texas Public Employees Association (TPEA)**

<http://www.tpea.org>

Amy Chamberlain discussed TPEA's current focus:

- Advocating for additional pension funding with ERS
- Protecting healthcare benefits and cost containment
- TPEA members may receive benefits and discounts on travel, insurance, and technology. Call 1-888-367-8732 for more information
- State employees are encouraged to join, membership dues just \$7.50/month

#### **Legislative Budget Board - Functions and Current Initiatives**

Discussion by R.J. DeSilva, Communications Officer and Marva Scallion, Fiscal Project and Process Improvement Officer

- Overview of 2 year cycle (see handout) and discussion about how agencies can get help and participate throughout the Strategic Planning, Performance Budgeting and Performance Monitoring System.
- LBB's main functions are to provide recommendations to legislature on policies and appropriations; coordinate fiscal notes for all legislation; and conduct analysis and reviews of state operations.
- The annual GEER is produced in January – Government Efficiency and Effectiveness Reports
- LBB is a neutral resource for legislators, their role is to analyze and provide information not to be agency advocates. Tips offered for communicating agency needs during the legislative session:
  - Communication is Key – agencies should meet with LBB about budget recommendations and GEER reports, explain agency priorities, and be proactive in keeping LBB informed.
  - Be Concise – discuss top priorities first and be brief.
  - Be Credible – back requests with good, solid information and be prepared to explain what will reasonably happen if funding requests are not received.
  - Be Consistent – identify top priorities and tell the same story each time.
- Contact your LBB Analyst immediately if your LAR priorities change.

- Fiscal Notes training will be on Monday, Dec. 15, at 9:30 am at the Robert E. Johnson conference center, 1501 Congress. A brief overview of the fiscal note process will be provided and attendees will be given the opportunity to meet the LBB Fiscal Note Coordinators.

### **Comptroller of Public Accounts - Grant Management and Uniform Grant Management**

Mark Kaspar, Statewide Contract Specialist

- Comptroller's officer is responsible for grant management, serves as the contact for grant management related issues and is responsible for maintenance of the Uniform Grant Management Standards (UMGS).
- eGrants – website for agencies to post grant applications and announcements.
- Electronic State Business Daily (ESBD) should be used for posting solicitations for non-grant related goods and services
- Direct questions related to grant management to Mark Kaspar at [mark.kaspar@cpa.state.tx.us](mailto:mark.kaspar@cpa.state.tx.us)

### **Office of the Governor**

<http://governor.state.tx.us/>

Ed Robertson, Governor's Advisor

- Discussed the preparation for a seamless transition to the new Governor and administration.
- Agencies should expect phone calls about LAR requests.
- Encouraged agencies to contact the Governor's office if you have questions or don't have an advisor.

### **MACC Officer Elections**

Brian White provided an overview of the duties and responsibilities of the three MACC Officers discussed in the MACC Bylaws.

- Brian White announced that after holding the MACC Chair position for the last five years, he will no longer be running. Kristi Dowding was unable to continue serving as Vice Chair so the position has been vacant this year. No nominations were given so Brian will continue to solicit nominations for both the Chair and Vice Chair positions.
- Brian White nominated Amanda Fletcher to continue to serve as the MACC Secretary, motion seconded by Texas Historical Commission member Alvin Miller.

Brian White adjourned the meeting.

Submitted by Amanda Fletcher, MACC Secretary

Resources:

MACC Website: <http://www2.dir.state.tx.us/sponsored/macc/Pages/MACC.aspx>

SACC Website: <http://www2.dir.state.tx.us/sponsored/sacc/Pages/SACC.aspx>

TPEA Website: <http://www.tpea.org/>

TSABAA Website: <http://www.tsabaa.com/>

SAO Professional Development: Course Catalog:

<http://www.sao.state.tx.us/apps/iatraining/coursequery.cfm>